

BC FORMS ON LINE

User Guide

**May 2014
Version 3**

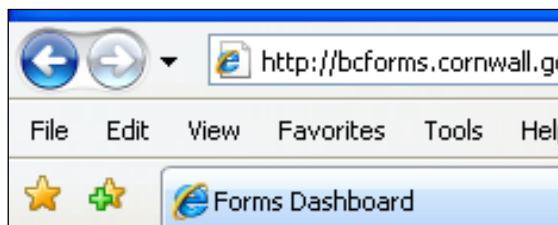
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TOP TIPS

Navigation around the form

You are strongly advised **not** to use the forward/back internet browser buttons whilst navigating through the form pages. It may cause your session to be terminated.



Please use the Previous and Next buttons on the forms page.



Timing Out:

If the form is left unattended for more than 30 minutes, you will be timed out. If you Save and Exit, your changes will be stored if you are a registered user. If you are not a registered user, your form will not be saved if your session expires.

Multiple Fee Categories.

Multiple Fee types are not written into the design of this software. Please contact our charges team, who will give you an Individually Determined Charge. On completing the form you will be need to answer "Yes" to the question with regards to an Individual Assessment. The following screen will appear for you to complete. Please enter the Net Fees agreed. VAT at the current rate will be added to this figure once the application is received by the Building Control Service.

Assessment Details

An asterisk (*) indicates required fields.

Click the "Fee Help" button on the right to view information on the fee process

As you have indicated that the fee has been individually assessed, please provide the following details:

Approved by: * *

Factors considered for individual assessment: * (Max 2000 characters) *

Net plan fee (£): * *

Net inspection fee (£): * *

Fee Help

Save and Exit

Clear Page

Previous

Next

The above will also apply if you have been given an individually determined charge on applications falling outside the scope of our charges schedule.

Attachments

The following file types are acceptable for uploading as attachments in Step 2.

| extension | description |
|-----------|--------------------|
| .avi | Image File |
| .bmp | Image File |
| .csv | CSV File |
| .doc | Text File |
| .dwg | Cad File |
| .dxf | Cad File |
| .gif | Image File |
| .jpg | Image File |
| .mpg | Video File |
| .pdf | Text File |
| .png | Image File |
| .tif | Image File |
| .txt | Text File |
| .wmv | Image File |
| .xls | Excel Spreadshe... |
| .xlw | Excel Workbook ... |
| .zip | Zip File |

We would ask that file sizes do not exceed 10MB. If you do have large files that exceed this limit, please contact systemssupport.planning@cornwall.gov.uk who will make alternative arrangements for you submit your attachments.

This manual has been produced to explain how to submit applications online via the new Building Control Online Application forms.

Registering as a User

The screenshot shows the Cornwall Council website interface for the Building Control Service. At the top left is the Cornwall Council logo with the tagline 'one and all'. To the right is a search bar with a 'Go' button. Further right are links for Accessibility, Contact Us, Site Map, Help, and A-Z. Below the search bar is a 'My Account' section with the telephone number 0300 1234 100. A yellow banner across the page contains a 'Print this page' icon. Below the banner, a breadcrumb trail reads: 'You are here: [Home Page](#) > [Business](#) > Building Control Service'. The main heading is 'Login'. Below this is a navigation bar with three options: 'Choose a Form' (with a document icon), 'My Submissions' (with a folder icon), and 'Login' (with a user icon). The 'Login' section contains two input fields: 'Username' and 'Password', followed by a 'Login' button. Below the login fields are two links: 'Forgotten your password?' and 'New users [register here](#)'. The bottom right corner features the 'an idox solution' logo.

To take advantage of the advanced features that allow you to view your online submissions you will need to register as a new user. As a registered user you can also save an incomplete application and complete it at a later date.

If you do not wish to register you can still submit an application by clicking on the “Choose a Form” option, but you will need to complete the application as you will be unable to return to the application at a later date.

Registered Users: Please login to benefit from extended features

If you continue with this application you must complete and submit it in this session, as the details of the application will no longer be available to you at the end of your session. Registered users who login can save and amend draft applications in future visits until they are finally ready to make a submission to the council and can subsequently track progress.

To register as a new user, click on the Register Here option, the following screen will appear. Fill in the appropriate details.

Please select

☒ Individuals
 - Fields marked with * must be completed.

☐ Business Users
 - Fields marked with * and + must be completed.

Personal Details

Title
 Ms

*First Name
 A

*Surname
 Bloggs

+Company Name

Contact Details

Daytime Phone No.

*Email Address
 buildingcontrol@cornwall.gov.uk

*Address 1
 Luxstowe House

Address 2
 Liskeard

Address 3

*Post Town
 Liskeard

Post Code
 PL14 3DZ

Login Details

*Select a Username
 abesweth
 No spaces. Minimum 5 chars.

*Password
 ●●●●
 No spaces. Minimum 5 chars.

*Confirm Password
 ●●●●

Please read the [Privacy Policy](#) and [Terms and Conditions](#) of this site before proceeding to registration.

I have read and agree with the Terms and Conditions?
☒ Accept
 ☐ Decline

Proceed
 Reset


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Once you have completed your details, if you agree with the Private Policy and Terms and Conditions select the "Accept" Radio button and then click "Proceed" at the bottom of the screen.


Please read the [Privacy Policy](#) and [Terms and Conditions](#) of this site before proceeding to registration.

I have read and agree with the Terms and Conditions? ☒ **Accept** ☐ **Decline**

Once you have registered the following page will appear and you will receive a confirmation email.

 Choose a Form

 My Submissions

 Login

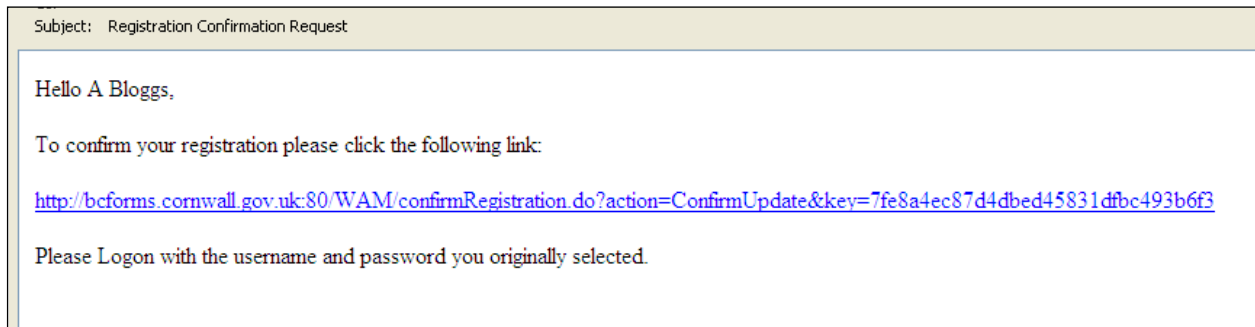
Registration Confirmed

Thank you for registering with Building Control Online.

You will receive an email from us shortly. It will contain a link that you will need to click on to confirm your registration. When you do this, you will be taken to a webpage that should show that your registration has been successful.

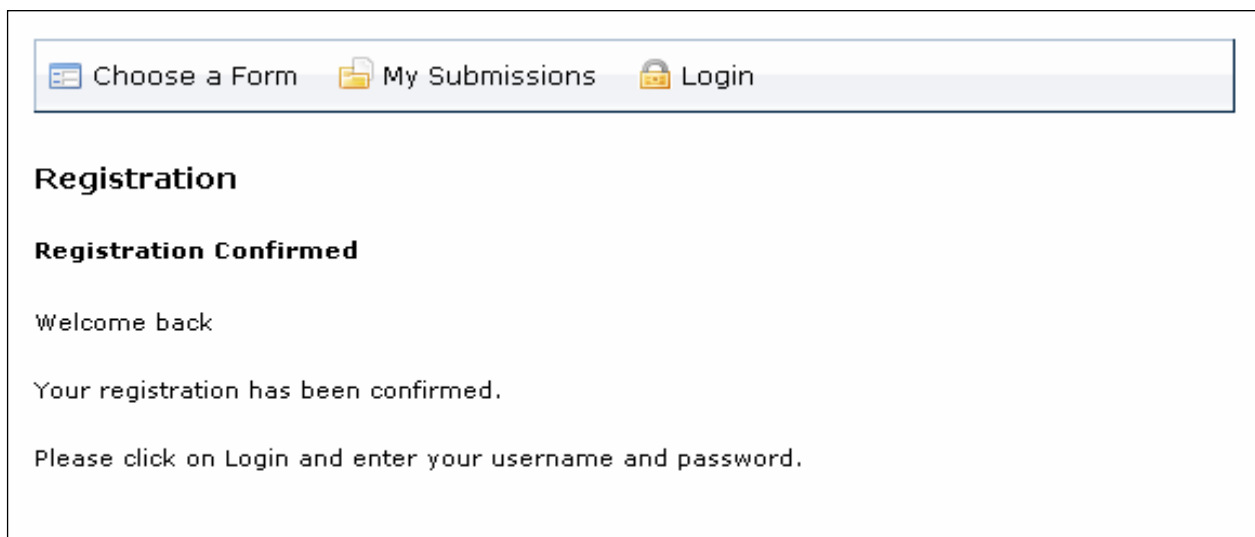
You will then be able to send in forms to us.

Click on the link in the email as below to confirm registration



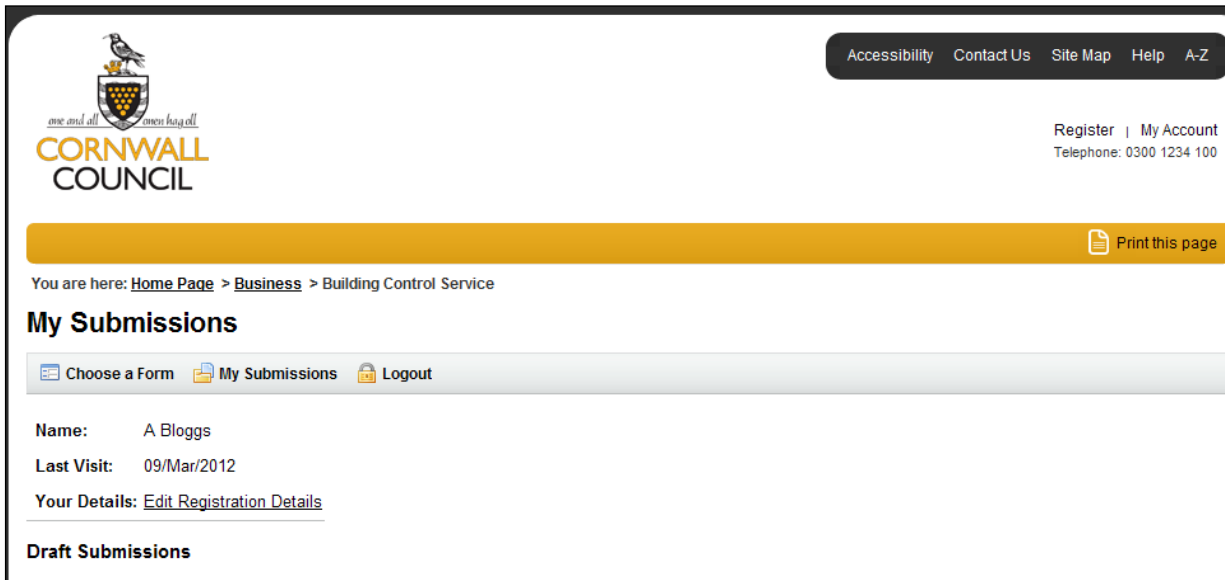
Your registration will then be confirmed

You can then login from this screen.



Submitting An Application

To submit an application, click on “Choose a Form” option



CORNWALL COUNCIL

Accessibility Contact Us Site Map Help A-Z

Register | My Account
Telephone: 0300 1234 100

Print this page

You are here: [Home Page](#) > [Business](#) > Building Control Service

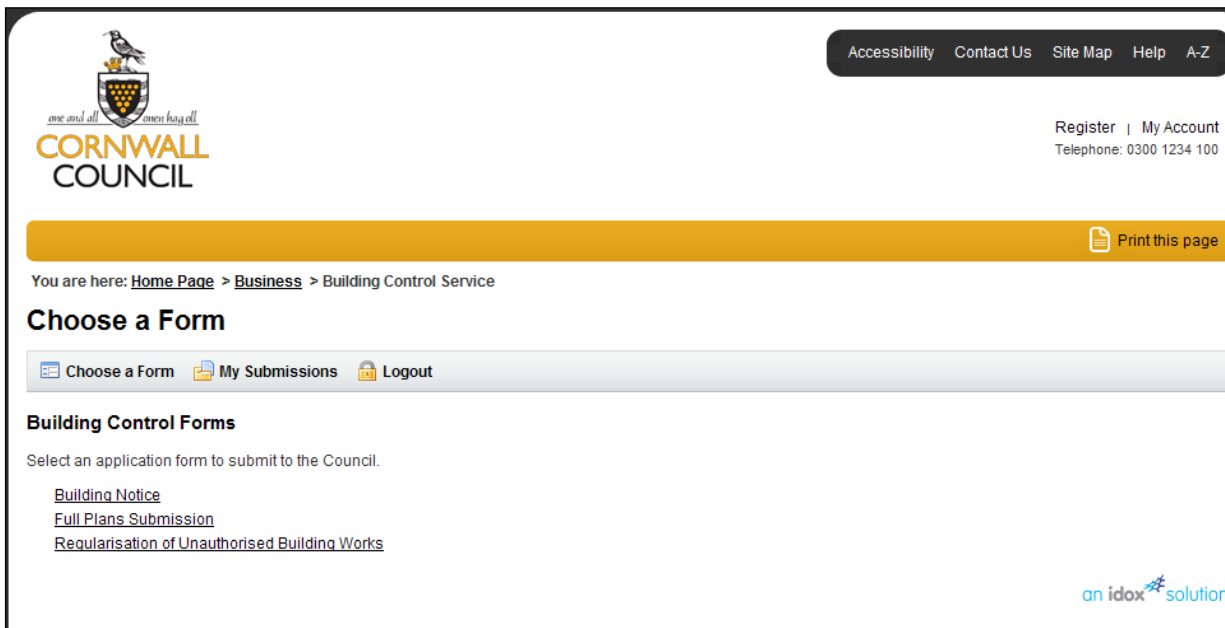
My Submissions

[Choose a Form](#) [My Submissions](#) [Logout](#)

Name: A Bloggs
Last Visit: 09/Mar/2012
Your Details: [Edit Registration Details](#)

Draft Submissions

From the list provided select the type of application you wish to submit.



CORNWALL COUNCIL

Accessibility Contact Us Site Map Help A-Z

Register | My Account
Telephone: 0300 1234 100

Print this page

You are here: [Home Page](#) > [Business](#) > Building Control Service

Choose a Form

[Choose a Form](#) [My Submissions](#) [Logout](#)

Building Control Forms

Select an application form to submit to the Council.

[Building Notice](#)
[Full Plans Submission](#)
[Regularisation of Unauthorised Building Works](#)

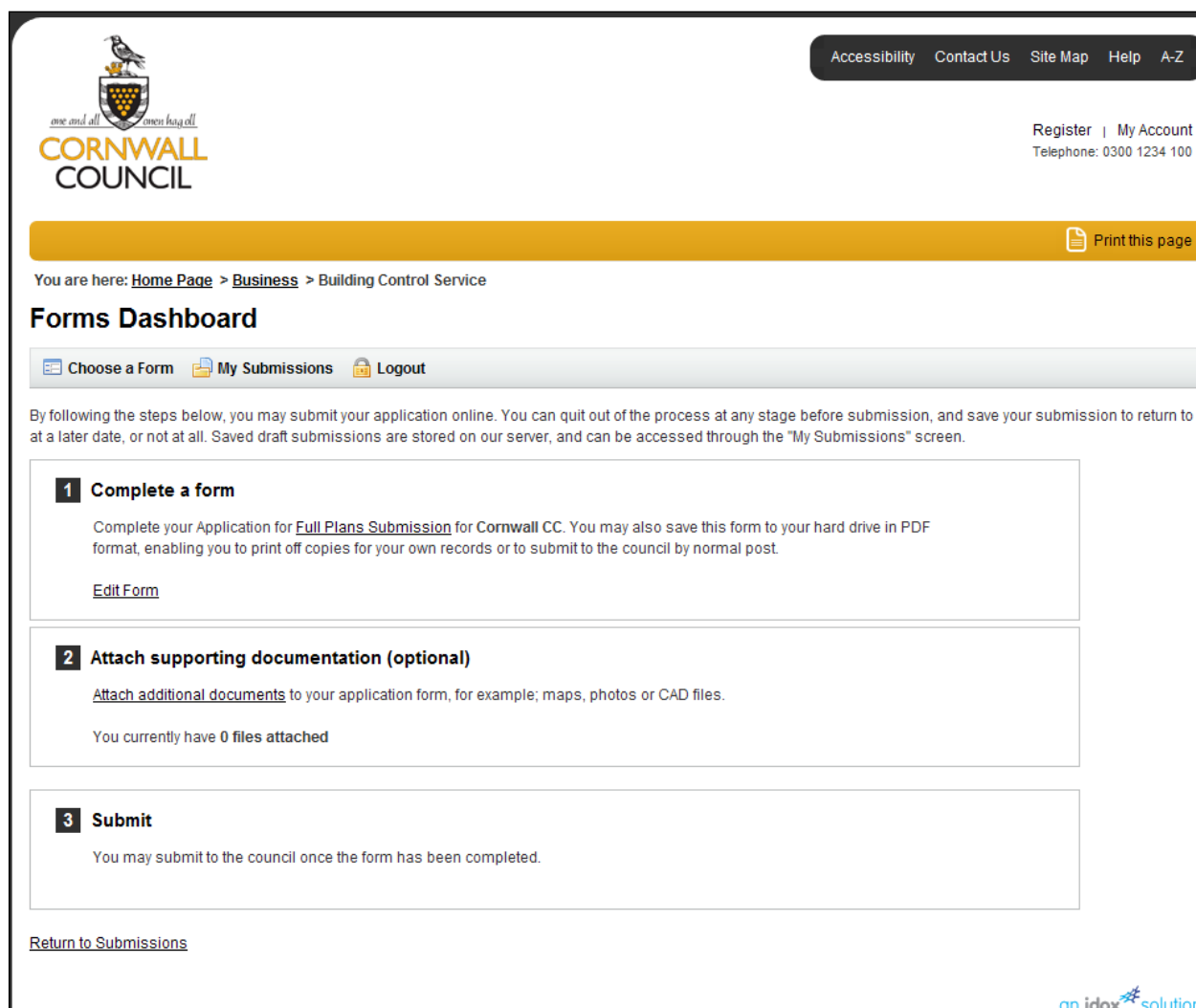
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All of the forms follow a similar process. You will need to complete the forms by answering a number of questions, the questions you are asked will depend on the form you choose, and in some cases the answers that you give.

For this example, we have chosen the Full Plans form.

Step 1 Complete a Form

Click on the Edit Form link, or the Full Plans Submission link in Step 1



The screenshot shows the Cornwall Council website's 'Forms Dashboard'. At the top left is the Cornwall Council logo with the motto 'one and all' and 'onen hag all'. To the right of the logo is a navigation bar with links: Accessibility, Contact Us, Site Map, Help, and A-Z. Further right are links for Register, My Account, and a telephone number: 0300 1234 100. Below the navigation bar is a yellow banner with a 'Print this page' icon and text. Underneath the banner, a breadcrumb trail reads: 'You are here: Home Page > Business > Building Control Service'. The main heading is 'Forms Dashboard'. Below this is a sub-navigation bar with three links: 'Choose a Form' (with a calendar icon), 'My Submissions' (with a folder icon), and 'Logout' (with a lock icon). A paragraph of text explains the submission process: 'By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the "My Submissions" screen.' The dashboard is divided into three numbered steps, each in a box. Step 1 is 'Complete a form', which includes instructions to complete the application for Full Plans Submission and a link to 'Edit Form'. Step 2 is 'Attach supporting documentation (optional)', which includes a link to 'Attach additional documents' and a status 'You currently have 0 files attached'. Step 3 is 'Submit', which includes the instruction 'You may submit to the council once the form has been completed.' At the bottom left of the dashboard is a link 'Return to Submissions'. At the bottom right is the 'an idox solution' logo.

CORNWALL COUNCIL
one and all / onen hag all

Accessibility | Contact Us | Site Map | Help | A-Z

Register | My Account
Telephone: 0300 1234 100

Print this page

You are here: [Home Page](#) > [Business](#) > Building Control Service

Forms Dashboard

[Choose a Form](#) | [My Submissions](#) | [Logout](#)

By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the "My Submissions" screen.

- 1 Complete a form**

Complete your Application for [Full Plans Submission](#) for Cornwall CC. You may also save this form to your hard drive in PDF format, enabling you to print off copies for your own records or to submit to the council by normal post.

[Edit Form](#)
- 2 Attach supporting documentation (optional)**

[Attach additional documents](#) to your application form, for example; maps, photos or CAD files.

You currently have 0 files attached
- 3 Submit**

You may submit to the council once the form has been completed.

[Return to Submissions](#)

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Once you have clicked on one of these links the Welcome Page will appear

On this page you will be given your submission number which will begin ECCC

(Please note that if you are not registered as a user you will need to take a note of this reference number if you need to contact the Building Control department)

Welcome

The form you have chosen is: **Full Plans Submission**

Please quote the following reference number when contacting the council about this online application: **ECCC00000254**

Information completed on this form will be part of the Building Control Public Register and will be available on the internet. If you do not want your phone number and e-mail address disclosed in the public register, please provide this on a separate attachment to enable the council officer to contact you if necessary.

Applications cannot be validated until all necessary documentation has been received. The decision may also be delayed if the required fee has not been paid.

Please Note:

Any entry box marked as a required field will be displayed with the following symbol: *

Any invalid entries on the page will be shown with the following symbol: ⚠

Once you click on the 'Next' button, if you close this window without clicking the 'Save and Exit' button this section will not be completed and some data may be lost.

You may give your application your own reference (maximum 30 characters) to help you identify it at a later date. When you are logged on this will appear on your list of applications.

My Reference:

On this page you can also enter your own reference for the application you are submitting in the My Reference field.

Click Next

In the next screen you will need to specify the site address.

Click on the Address Search Option.

Site Address

An asterisk (*) indicates required fields.

A site address is required for this application. Your application may be processed quicker if you perform an address search of the council area.

You will be required to enter an address manually if you are unable to find an address by performing a search or the address is outside of the council area.

Please press the 'Address Search' button to perform an address search; alternatively you may enter the address details manually by pressing the 'Manual Address' button.

If you cannot find the required address or it is outside the council areas please record as much information about the address as possible using the text box below. * (Max 240 characters)

Follow the instructions on this screen to search for the site address

Site Address Search

Search our records for the address of the site that this application relates. Once you have entered your search, please click the "Address Search" button. If the exact address you want is not shown, or you do not know the exact address, please click on the 'Manual Address' button.

Note: You must enter a Street Name or Postcode, or both.

Building Name/Number:

Street Name: *

Postcode: *

You can search by any one or more of the following:

- Building name or number and either a street initial or postcode (e.g. 22, "h" will find all streets beginning with "h" with 22 as the building number)
- Street name (e.g. 'Ham' will find Hamilton Road, Hamil Walk, Hampden Road etc). Typing the first letter will find all street names that start with that letter. For a more specific result type the full street name.
- The FULL postcode, e.g. TN34 2QF will find only that postcode.

Once you have entered the details click Next

The Site Address Search Screen will appear

My search was for “Meadow Drive” entered in the “Street Name” field.

Site Address Search

Search our records for the address of the site that this application relates. Once you have entered your search, please click the "Address Search" button. If the exact address you want is not shown, or you do not know the exact address, please click on the 'Manual Address' button.

Note: You must enter a Street Name or Postcode, or both.

Building Name/Number:

Street Name:

Postcode:

Choose the address for the building works, then press 'Select' to confirm or 'New Search' to perform a new search. If the exact address you want is not shown, or you do not know the exact address, please click on the 'Manual Address' button.

Addresses:

- Meadow Drive, Camborne, Cornwall
- Meadow Drive, Looe, Cornwall
- Meadow Drive, Par, Cornwall
- Meadow Drive, Poughill, Bude, Cornwall
- Meadow Drive, Saltash, Cornwall

Select

New Search

Manual Address

From the 5 options given I have selected

Site Address Search

Search our records for the address of the site that this application relates. Once you have entered your search, please click the "Address Search" button. If the exact address you want is not shown, or you do not know the exact address, please click on the 'Manual Address' button.

Note: You must enter a Street Name or Postcode, or both.

Building Name/Number:

Street Name:

Postcode:

Choose the address for the building works, then press 'Select' to confirm or 'New Search' to perform a new search. If the exact address you want is not shown, or you do not know the exact address, please click on the 'Manual Address' button.

Addresses:

- 3A Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 4 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 6 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 8 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 10 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 11 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 12 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 14 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 15 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ
- 16 Meadow Drive, Poughill, Bude, Cornwall, EX23 8HZ

Select

New Search

Manual Address

From this screen select the relevant property and click “Next”

If the application is for the development of land, or you are unable to find the property name or number within the address search options, you can select the “Manual Address” option

Site Address

An asterisk (*) indicates required fields.

A site address is required for this application. Your application may be processed quicker if you perform an address search of the council area.

You will be required to enter an address manually if you are unable to find an address by performing a search or the address is outside of the council area.

Please press the 'Address Search' button to perform an address search; alternatively you may enter the address details manually by pressing the 'Manual Address' button.

If you cannot find the required address or it is outside the council areas please record as much information about the address as possible using the text box below. * (Max 240 characters)

Local Authority Partnership Scheme: For properties outside of Cornwall County, please use the manual address option.

Click Next

Complete the Contact Details page as required

If you choose Agent, then the **Agent Details** page will appear before the **Applicant Details** page.

If you have registered as a user and you select Yes on question 2 then your details will appear in the next page.

Contact Details

An asterisk () indicates required fields.*

Are you an applicant, or an agent? [Note 1] * *

☐ Applicant ☒ Agent

Do you want to use your registered account details? * *

☒ Yes ☐ No

Do you want to use the address from the location details for the Applicant Address? * *

☒ Yes ☐ No

Note 1: An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application.

Complete the Agent Details if necessary

Click Next

Agent Details

An asterisk () indicates required fields.*

Please provide details of the Agent.

| | | | |
|-------------------|---------------------------------------|--------------------------|---|
| Title: * | <input type="text" value="Mr"/> | Surname: * | <input type="text" value="Bloggs"/> |
| Forename: * | <input type="text" value="A"/> | Building Name, Number: * | <input type="text" value="Luxstowe House"/> |
| Company Name: | <input type="text"/> | Area: | <input type="text"/> |
| Street Name: | <input type="text" value="Liskeard"/> | Postcode: * | <input type="text" value="PL14 3DZ"/> |
| Post Town/City: * | <input type="text" value="Liskeard"/> | Mobile Number: | <input type="text" value="039587"/> |
| Telephone Number: | <input type="text" value="029837"/> | Email Address: | <input type="text" value="jbloggs@xnshfg"/> |
| Fax Number: | <input type="text"/> | | |

Would you like all correspondence to go to the agent? * *

☒ Yes ☐ No

Complete the Applicant Details page as required

Applicant Details

An asterisk () indicates required fields.*

Please provide details of the Applicant.

| | | | | |
|--|---|---|---|----------------------|
| Title: * | <input type="text" value="--Select an option--"/> | * | | |
| Forename: * | <input type="text"/> | * | Surname: * | <input type="text"/> |
| Company Name: | <input type="text"/> | | Building Name, Number: * | <input type="text"/> |
| Street Name: | <input type="text"/> | | Area: | <input type="text"/> |
| Post Town/City: * | <input type="text"/> | * | Postcode: * | <input type="text"/> |
| Telephone Number: | <input type="text"/> | | Mobile Number: | <input type="text"/> |
| Fax Number: | <input type="text"/> | | Email Address: | <input type="text"/> |
| Applicant's Interest in the site: | <input type="text" value="--Select an option--"/> | | If other, please give brief details: | <input type="text"/> |
| In what capacity: | <input type="text" value="--Select an option--"/> | | If other, please give brief details: | <input type="text"/> |

Complete the Description of Proposal page as required

Click Next

Description of Proposal

An asterisk () indicates required fields.*

Please provide a brief description of the proposed work: * (Max 255 characters)

Description of proposed works *

Is the proposed work, or any part of it, subject to Local Authority Building Control (LABC) Type Approval? * *

☐ Yes ☒ No

Does the Regulatory Reform (Fire Safety) Order 2005 apply to the building or its intended use, or will it when the work is complete * *

☐ Yes ☒ No

Do you consent to the plans being passed subject to conditions where appropriate? * *

☒ Yes ☐ No

Complete the Description of Proposal (continued) page as required.

Click Next

Description of Proposal (Continued)

An asterisk () indicates required fields.*

If necessary, do you agree to extend the notice of decision period by up to 2 months from date of application? * *

☒ Yes ☐ No

Is this a resubmission of a previous application? * *

☐ Yes ☒ No

Date of commencement of work if known [Note 1] (dd/mm/yyyy): 

Note 1: If you do not know the precise date an estimated date would suffice.

Save and Exit

Clear Page

Previous

Next

Complete the Building Use page as required

Building Details

An asterisk () indicates required fields.*

Is the site currently vacant? * *

☐ Yes ☒ No

Please state the method of drainage disposal: (i.e. to public sewer, septic tank, soakaway etc)

Foul Water:

Surface Water:

Save and Exit

Clear Page

Previous

Next

Click Next

In the drawings and Plans screen please list the drawings, plans etc you will be submitting with your application. This is only a summary of the drawings you will submit, the actual drawings, plans etc will be uploaded later in the process. If you are not including any plans or attachments with your application form, please enter "none" in the box.

Any agreements made with our office regarding method of payment, may be noted in this field, for example "cheque will be sent under separate cover as agreed with xyz"

Drawings and Plans
An asterisk (*) indicates required fields.
Please list the drawings, plans, photographs and documents you will be submitting with this application: * (Max 255 characters)

Site Plans
Existing Drawings
Proposed Drawings
Specification

Please submit plans and particulars appropriate to the proposal. You should include a block plan at a scale of not less than 1:1250. Also, attach any supporting documentation such as calculations, photos, design statements or explanatory comments. Site plans must have a clearly identifiable outline marked on them. In the case of a property in multiple occupation the number of occupiers of each individual bedroom or flats/bedsits must be stated. Documents may be attached in step 2 on the main page.

Save and Exit

Clear Page

Previous

Next

Click Next

The following screens will ask questions which will determine the fee payable.

On the **Type of Work Screen**, using the drop down menu, select the type of work.

Type of Work

An asterisk (*) indicates required fields.

Click the "Fee Help" button on the right to view information on the fee process

Please select an option from the list for the type of work you are carrying out:

Type of work: * Domestic Extensions ▼ *

Is the work for Domestic Extensions

☐ Yes ☐ No

Has this fee be Domestic Garages

☐ Yes ☐ No

New Dwellings/Conversion to Dwellings

Domestic Other Works

Domestic Thermal

Non Domestic New Build/Extension

Non Domestic Other Works

Non Domestic Thermal Element

Save and Exit Clear Page Previous Next

Guidance on the Fee Types

DOMESTIC WORKS

Domestic Extensions: Relates to

- Domestic single storey extension(s) with a combined floor area of up to 100m² (measured internally)
- Domestic Multi-storey extension(s) and loft conversions with a combined floor area of up to 100m² (measured internally)

Domestic Garages: Relates to:

- Detached or attached garage or carports not exceeding 40m²

New Dwellings/Conversion to Dwellings relates to

- New houses/flats or conversions to dwellings up to 1 unit.

Domestic Thermal relates to:

- Domestic replacement windows/doors
- Installation of micro generation/renovation of a thermal element or insertion of cavity wall insulation

Domestic Other Works relates to:

- Garage conversions
- All other domestic works not described above.

NON-DOMESTIC

Non-domestic New Build/Extension relates to:

- Single storey extensions and new build for both industrial and storage use and all other classes with an internal floor area not exceeding 120m² (measured internally)
- Multi storey extensions and new build for both industrial and storage use and all other classes with an internal floor area not exceeding 200m² (measured internally)

Non domestic Other Works relates to:

- All other work not described above.

Any work falling outside any of the above parameters will not calculate a fee, and you are advised to contact our charges team who will be more than happy to give you an individually determined charge.

Similarly if you are submitting an application for multiple works that cover more than one charges category, please contact the charges team for an individually determined charge.

Details can be found by clicking on the Fee Help Button, which links to Cornwall Council Building Control Schedule of Charges where contact telephone numbers can be found

For this exercise I have selected Domestic Extensions

Type of Work

An asterisk () indicates required fields.*

Click the "Fee Help" button on the right to view information on the fee process

Please select an option from the list for the type of work you are carrying out:

Type of work: * Domestic Extensions

Is the work for the sole benefit of a disabled person? *

☐ Yes ☒ No

Has this fee been individually assessed? *

☐ Yes ☒ No

Save and Exit
Clear Page
Previous
Next
Fee Help

Answer the following questions.

- Disabled persons – Depending on the work being carried out, you may be exempt from charges.
- If the works fall outside of the scope of the council's schedule of charges you will need to contact the Building Control service for an individually assessed charge.


Click Next

Category Details

An asterisk () indicates required fields.*

Click the "Fee Help" button on the right to view information on the fee process

As you have indicated that the fee has not been individually assessed, please select an option from the list for the fee category:

fee Category: * Domestic Single Storey Extension 

-- Select one of the following --

Domestic Multi Storey Extension

Domestic Single Storey Extension

Loft conversion

Save and Exit
Previous
Next
Fee Help

Category Details Screen

Select the type of extension from the drop down menu

Click Next

On the Charge Details page

Enter the floor area of the extension (measured internally)

Charge Details

An asterisk () indicates required fields.*

Click the "Fee Help" button on the right to view information on the fee process

Please provide the details below:

Please state the floor area: * m2

Additional Individual Assessment Factor

Note: This is not required to calculate a fee however any input will affect the final fee.

Please state the floor area: * m2

Are there any additional charges associated with the application? * *

☐ Yes ☒ No

Cornwall Building Control do not currently have any additional charges. Click on the "No" radio button.

Click Next

Fee Screen

This screen will display the fee payable for that type and category of works.

Fee

Click the "Fee Help" button on the right to view information on the fee process

The fees are calculated according to the information you provided. If you wish to make any changes to the data, please use the "Previous" button to return to the correct page and make your correction there.

Application Type: Full Plans Type of work: Domestic Extensions

Additional charges: No

Fee category: Domestic Single Storey Extension

floor area (m2): 30

| | Submission (£) | Inspection (£) | Total Fee (£) |
|---|---|-------------------------------------|-------------------------------------|
| Net: | <input type="text" value="143.33"/> | <input type="text" value="214.16"/> | <input type="text" value="357.49"/> |
| VAT (20%): | <input type="text" value="28.67"/> | <input type="text" value="42.83"/> | <input type="text" value="71.50"/> |
| Gross: | <input type="text" value="172.00"/> | <input type="text" value="256.99"/> | <input type="text" value="428.99"/> |
| Fee to be paid for at time of submission: | (£) <input type="text" value="172.00"/> | | |

Please Note:

All fees are subject to confirmation by the Council.

Plan fees are due at the time of submission, Inspection fees will be invoiced with the first inspection.

Once your application has been submitted, your fee will be assessed alongside your submitted details, and a member of the building control team will contact you for payment.

Click Next

Please read the Declaration page carefully, and if you agree with the Building Regulation statement click on the Certify option, this will populate the date field.

Declaration for Full Plans Submission

I certify that:

I give notice in accordance with Regulation 12(2A)(a) as appropriate of The Building Regulations 2000. I understand that further charges will be payable following the first inspection by the local authority. I declare that the submitted plans are the same as those deposited for Planning Approval where appropriate.

Name:

On behalf of:

To certify this application click the "Certify" button. It will not be possible to submit an application if the "Certify" button is not clicked. The date will be automatically populated after you have certified your application.

Date:

Click Next to continue

At this point you can review or change any information or preview your completed application form.

Click Finish to **continue** with your submission

Online Submissions

Applications can not be validated until all necessary documentation has been submitted and the required fee has been paid.

Thank you for completing the Full Plans Submission application form:

Online Ref Number: **ECCC00000251**

Please choose an option:

Return to the form to review or change your information.

View the completed form as a PDF, save it to your computer and/or print a copy.

There are further questions you need to answer.....

Step 2 – Attach Supporting Documentation (Optional)

Click on the “Attach additional documents” in Step 2

The screenshot shows a web interface for submitting an application. At the top, there are links for "Choose a Form", "My Submissions", and "Logout". Below this, a message states: "By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the 'My Submissions' screen."

The process is divided into four numbered steps:

- 1 Complete a form**
Complete your Application for [Full Plans Submission](#) for Cornwall CC. You may also save this form to your hard drive in PDF format, enabling you to print off copies for your own records or to submit to the council by normal post.
[Edit Form](#)
- 2 Attach supporting documentation (optional)**
[Attach additional documents](#) to your application form, for example; maps, photos or CAD files.
You currently have 0 files attached
- 3 Pay for your submission**
The cost of the application you have selected so far is £172.00 . Please select a method of payment:
☒ [Pay later](#)
- 4 Submit**

At the bottom left, there is a link: [Return to Submissions](#)

If you have no plans or details to submit as attachments, please complete the process by clicking on the **submit button** Step 4.

(You can ignore Step 3 – Currently Cornwall Council is not in a position to deploy a payment engine for you to be able to pay at this stage. Hopefully this will be resolved in the near future. A member of the building control team will contact you after we receive your submission to arrange payment.)

The screenshot shows the Cornwall Council website's 'Forms Dashboard - Attach Additional Documents' page. At the top is the Cornwall Council logo with the motto 'one and all' and 'cousins by a hill'. Navigation links include 'Accessibility', 'Contact Us', 'Site Map', 'Help', and 'A-Z'. User links for 'Register | My Account' and 'Telephone: 0300 1234 100' are on the right. A breadcrumb trail reads 'You are here: Home Page > Business > Building Control Service'. The page title is 'Forms Dashboard - Attach Additional Documents'. Below this are links for 'Choose a Form', 'My Submissions', and 'Logout'. A paragraph explains that users can attach additional documents like maps, photos, voice files, or CAD files, and provides a link to an 'advice page'. A 'Back to Forms Dashboard' link is present. A table with columns 'Date', 'File type', and 'Description' is shown, but it is empty. Below the table is a form to add a new document. The form includes an 'Add file' section with a text input and a 'Browse...' button, a 'Document type' dropdown menu currently set to 'Other', and a 'Description' text input. An 'add' button is at the bottom of the form. A 'Back to Forms Dashboard' link is at the bottom of the page.

The advice page link gives the following information on the type of files that can be submitted.

Drawings

Drawings will be accepted if they are saved in the following formats: CAD (dwg, dxf, dwf) and Images (jpg, gif, png, tif, bmp, pdf). No other formats can be accepted.

CAD files created in R12, R13, R14 and AutoCAD 2000 AutoCAD versions are supported, these can be either 2D or 3D drawings.

Drawings must be drawn to specific measurement units (mm, cm or metres) - to enable us to measure these drawings using a CAD viewer.

All files should consist of single pages, with a maximum of 2 drawings per page. The drawings must be presented in "paper space layout" and drawn to specific metric measurement units.

All drawings should include a scale bar, a stated scale and the page size for printing to which the scale applies (e.g. 1:50 - A3 or 1:100 - A1).

Please think carefully about the use of colour on drawings. Whilst using colour to distinguish between existing parts of the building and what is proposed can be useful, too many colours or the use of light colours can be confusing to people who are not used to looking at architectural drawings.

All CAD files will be converted to an image format (pdf) for displaying on the Internet which is not alterable using commercial CAD software.

Text and Video Clips

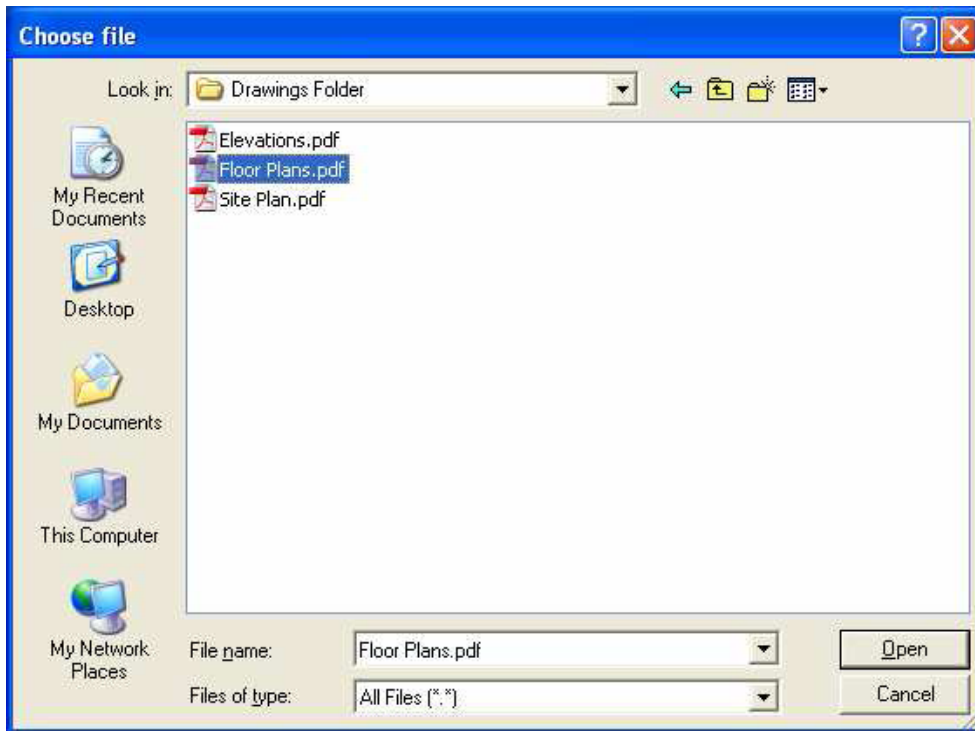
Text documents: Text document can be accepted in pdf, doc (Word) and txt formats.

Video: Video files can be accepted in mpg, avi and wmv formats.

To attach a drawing, click on the Browse button.

From here navigate to the file you want to attach, select the file and click Open.

Please note: We would ask that individual files are no larger than 5MB.



The path to the file you have selected will be displayed in the Add file field.

| | | |
|----------------------|----------------------------|-----------|
| Add file | ngs Folder\Floor Plans.pdf | Browse... |
| Document type | Other ▼ | |
| Description | <input type="text"/> | |
| | add | |

Select the appropriate document type from the drop down menu.

| | | |
|----------------------|--|-----------|
| Add file | ngs Folder\Floor Plans.pdf | Browse... |
| Document type | Other ▼ Other Calculations Drawing Photograph Report CAD Document | |
| Description | <input type="text"/> | |

Enter a meaningful description to describe the document.

Then click Add

| | |
|--|--|
| Add file | <input type="text" value="ngs Folder\Floor Plans.pdf"/> <input data-bbox="783 371 940 407" type="button" value="Browse..."/> |
| Document type | <input type="text" value="Drawing"/> <input data-bbox="799 434 834 470" type="button" value="v"/> |
| Description | <input type="text" value="Existing Floor Plans"/> |
| <input data-bbox="751 564 810 607" type="button" value="add"/> | |

To add additional documents repeat the process.

As you add your documents they will be displayed in a documents list on this page.

You can also remove any documents from this list that have been added in error by clicking on the Remove button.

[Choose a Form](#)
[My Submissions](#)
[Logout](#)

Choose a Form - Attach Additional Documents

Attach additional documents to your application form, for example; maps, photos, voice files or CAD files. We accept most formats. Advice on attachments, including CAD files, is available on our [advice page](#).

[Back to Forms Dashboard](#)

| Date | File type | Description | |
|------------|---------------------------------|---------------------|------------------------|
| 22/04/2010 | Floor Plans.pdf | Existing Floor Plan | remove |

Add file

[Browse...](#)

Document type

Description

[add](#)

[Back to Forms Dashboard](#)

Once you have added all your documents click on either of the “Back for Forms Dashboard” links.

Forms Dashboard

Choose a Form
 My Submissions
 Logout

By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the "My Submissions" screen.

1 Complete a form

Complete your Application for [Full Plans Submission](#) for Cornwall CC. You may also save this form to your hard drive in PDF format, enabling you to print off copies for your own records or to submit to the council by normal post.

[Edit Form](#)

2 Attach supporting documentation (optional)

[Attach additional documents](#) to your application form, for example; maps, photos or CAD files.

You currently have 0 files attached

3 Pay for your submission

The cost of the application you have selected so far is £172.00 . Please select a method of payment:

Pay later

4 Submit

You can ignore [Step 3](#) – Currently Cornwall Council are not in a position to deploy a payment engine for you to be able to pay at this stage. Hopefully this will be resolved in the near future.

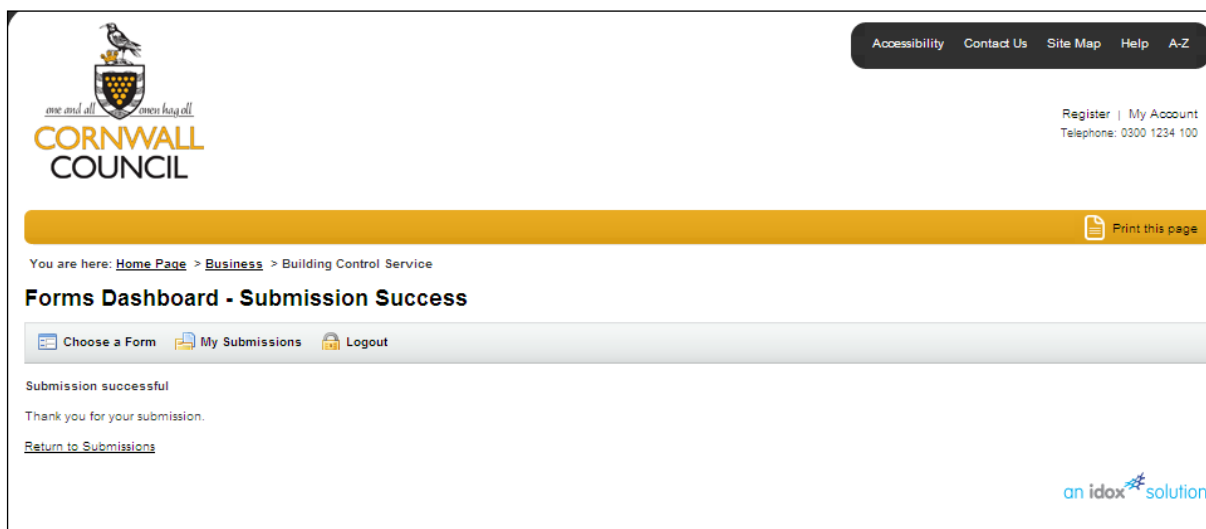
A member of the building control team will contact you after we receive your submission to arrange payment.

Step 4

Click on the Submit button to submit your application

Please note: If you are not a registered user you will need to complete all 4 steps, as you won't be able to retrieve the form after you exit or close down.

Once you have completed your submission the screen below will appear.



The screenshot shows the Cornwall Council website header with the logo and navigation links. The main content area displays a success message for a submission. The breadcrumb trail indicates the user is on the Building Control Service page. The page title is 'Forms Dashboard - Submission Success'. There are links for 'Choose a Form', 'My Submissions', and 'Logout'. A message states 'Submission successful' and 'Thank you for your submission.' with a link to 'Return to Submissions'. The footer includes the 'an idox solution' logo.

CORNWALL COUNCIL

Accessibility Contact Us Site Map Help A-Z

Register | My Account
Telephone: 0300 1234 100

Print this page

You are here: [Home Page](#) > [Business](#) > Building Control Service

Forms Dashboard - Submission Success

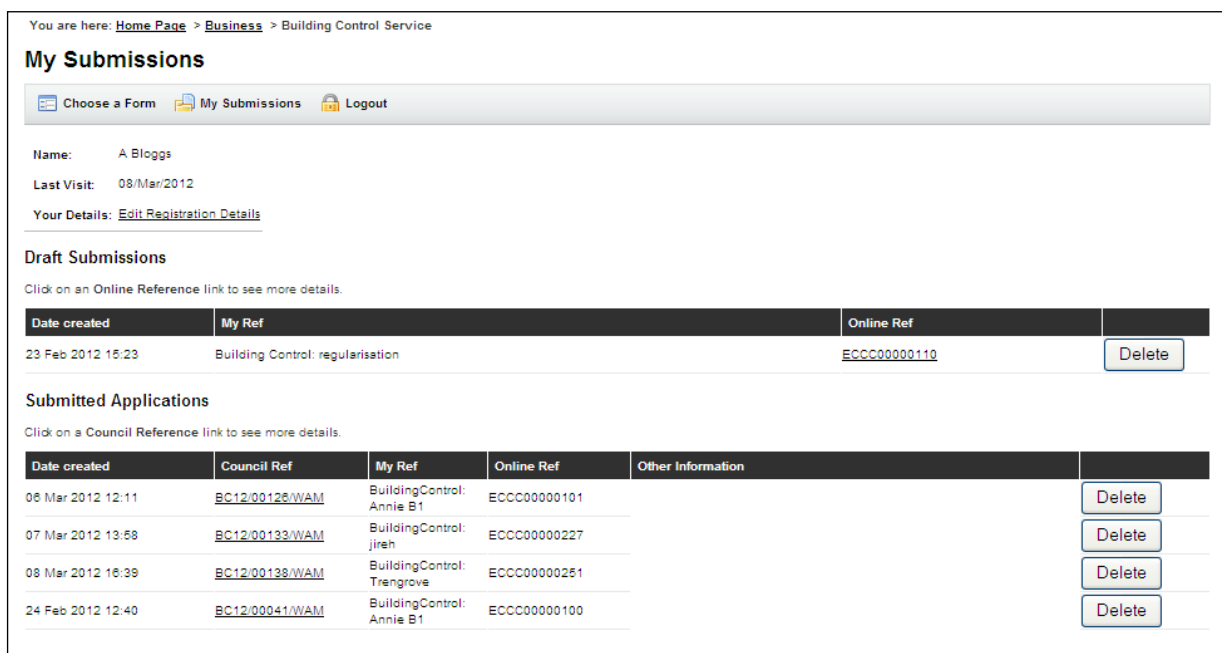
[Choose a Form](#) [My Submissions](#) [Logout](#)

Submission successful
Thank you for your submission.
[Return to Submissions](#)

an idox solution

For Registered Users Only

When the application has been submitted, the Council Reference will update to give the Building Control Reference number (this may take a few minutes)



The screenshot shows the 'My Submissions' page for a registered user. The breadcrumb trail indicates the user is on the Building Control Service page. The page title is 'My Submissions'. There are links for 'Choose a Form', 'My Submissions', and 'Logout'. The user's name is 'A Bloggs' and their last visit was '08/Mar/2012'. There is a link to 'Edit Registration Details'. The page is divided into two sections: 'Draft Submissions' and 'Submitted Applications'. The 'Draft Submissions' section has a table with columns 'Date created', 'My Ref', 'Online Ref', and a 'Delete' button. The 'Submitted Applications' section has a table with columns 'Date created', 'Council Ref', 'My Ref', 'Online Ref', 'Other Information', and a 'Delete' button.

You are here: [Home Page](#) > [Business](#) > Building Control Service

My Submissions

[Choose a Form](#) [My Submissions](#) [Logout](#)

Name: A Bloggs
Last Visit: 08/Mar/2012
Your Details: [Edit Registration Details](#)

Draft Submissions

Click on an Online Reference link to see more details.

| Date created | My Ref | Online Ref | |
|-------------------|----------------------------------|------------------------------|------------------------|
| 23 Feb 2012 15:23 | Building Control: regularisation | ECCC00000110 | Delete |

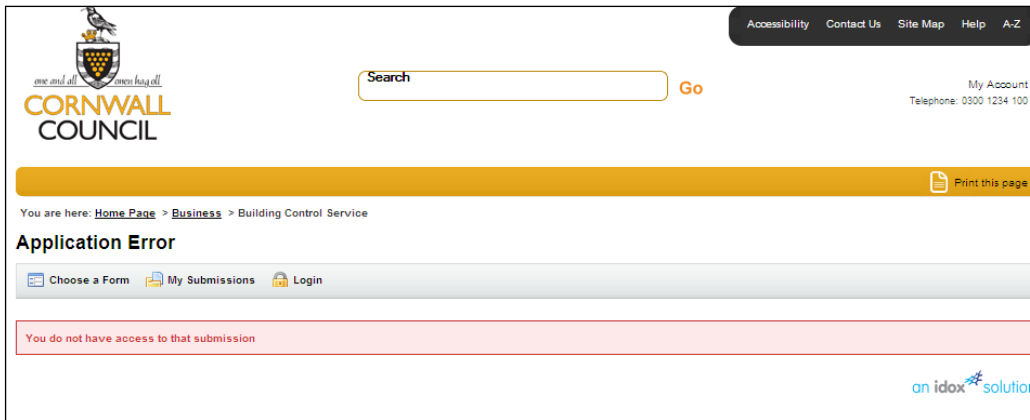
Submitted Applications

Click on a Council Reference link to see more details.

| Date created | Council Ref | My Ref | Online Ref | Other Information | |
|-------------------|--------------------------------|----------------------------|--------------|-------------------|------------------------|
| 06 Mar 2012 12:11 | BC12/00126/WAM | BuildingControl: Annie B1 | ECCC00000101 | | Delete |
| 07 Mar 2012 13:58 | BC12/00133/WAM | BuildingControl: jireh | ECCC00000227 | | Delete |
| 08 Mar 2012 16:39 | BC12/00138/WAM | BuildingControl: Trengrove | ECCC00000251 | | Delete |
| 24 Feb 2012 12:40 | BC12/00041/WAM | BuildingControl: Annie B1 | ECCC00000100 | | Delete |

Please Note: Submissions Page

Once you have submitted your application in Step 4, and you return to your Submissions Page, you **may** still see the application under your "Draft Submissions". If you try to open it, or any other of your draft submissions you may get an error message saying:



Don't worry, if you log out, and return to the form after about 10 minutes it will have moved on to our server, and should be listed in your "Submitted Applications" along with the Building Control reference.

In the event that you have any repeated error messages, could you please email systemssupport.planning@cornwall.gov.uk with a screen shot of the error, date, time, and which part of the form you had the error.

If you require assistance with completing the form, please feel free to contact any of our area offices, where staff will be able to assist you.

Searching for Addresses

The search facilities work best if you have a "Street Name" or "Postcode".

In the event that the property is located in a rural area without a Street Name, enter the name of the property in the Building Name/Number field along with the postcode.

I have found that entering the name of a house, or farm in the "Street" field will also help to find the property within the gazetteer.

If you are unable to find the address please use the "Manual Address" option